



Serve Delaware Full Commission Meeting

Thursday, July 16, 2015

Williams State Service Center, Dover DE
9a.m. – 12p.m.

PURPOSE Full Commission Business Meeting	ATTENDEES Commissioners Present: Nancy Chirdon Forster, John Danzeisen, Sara Funaiock, Kanani Hines, Susan Keene Haberstroh, Gary Pippin, Margarita Rodriguez-Duffy, Rob Schroeder, Bryan Shupe, Georgeanna Windley, Autumn Rose (ex officio) Commissioners Absent: Gerald Brady, Jeffrey Lank (excused), Sharon Morgan (excused), Justina Pedante (excused), Jessica Sullivan, Enid Wallace-Simms, Crystal Biles (ex officio) SOV Staff Present: Renée Beaman, Cynthia Manlove, Luz Vasquez-Guzman, Charles Harris, Guadalupe Castillo Murphy Special Guest: Tiffany Evans, Community Relations Associate, AmeriCorps NCCC Atlantic Region	NOTE TAKER Guadalupe (Lupita) Castillo Murphy
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BUSINESS MEETING – CALL TO ORDER

The business meeting was called to order at 9:06 am. by Nancy Chirdon Forster, Chair of the Commission.

PUBLIC COMMENT – None.

ROLL CALL – DETERMINATION OF QUORUM

Roll call was taken by Guadalupe Murphy to determine a quorum of forty percent of the voting members of the Commission as required by the Bylaws.

Article V, Section 5.2 states that a quorum shall exist when forty percent of the voting members of the Commission are present. Phone, electronic and paper proxies count towards the determination of a quorum.

Seven voting commissioners and one non-voting commissioner were in attendance by 9:06 am and there was a quorum.

INTRODUCTION OF TIFFANY EVANS

The Chair welcomed the special guest Tiffany Evans the Community Relations Associate for the AmeriCorps NCCC Atlantic Region.

APPROVAL OF CONSENT AGENDA – Nancy Forster

- 1. Approval of Agenda – July 16, 2015 (Revised)**
 - a. Discussion of Volunteer Delaware 50+ was added under the Committee Reports
- 2. Approval of Minutes from the May 21, 2015 Full Commission Meeting**
- 3. Approval of Minutes from the Special June 15, 2015 Full Commission Meeting**
- 4. Acceptance of the Financial Report**

Motion #1: Commissioner Danzeisen moved to approve the revised consent agenda, to include the approval of the meeting minutes from 7/21/15 and 6/15/15 and accept the Financial Report.

Second: Commissioner Pippin seconded.

Vote: Yes: Commissioners Forster, Danzeisen, Funaiock, Hines, Haberstroh, Pippin, Windley

No: None.

All in Favor. Motion was carried.

EXECUTIVE DIRECTOR'S REPORT

Executive Director, Luz Vasquez-Guzman provided a brief report which included an overview of her understanding of her role as the Commission's Executive Director and an update on SOV activities.

Executive Director Vasquez-Guzman also shared highlights from her June 23rd conference call with the ASC (America's service Commissions) on Commission Performance Measures. In 2015, Commissions were required to use national program capacity building measures established by CNCS. Since then, Commissions have expressed a concern that current performance measures do not accurately represent the work of the Commission since many focused simply on AmeriCorps. ASC has convened a commission performance measure working group to identify ways in which to make performance measures work for state commissions.

Commissions will have three options for developing the Commission Performance Measures:

1. Make current capacity building measures work – by changing measure requirements or allowing commission selected outcomes
2. Pick one commission activity area – develop common commission measure for that area (probably program quality)
3. Develop common measures for each of the six areas – let commissions select which of these common measures they would utilize

Motion #2: Commissioner Windley moved that the function to study and develop the Commission performance measures be linked to the upcoming State Service Plan and that the state service planning committee members develop a preliminary Commission Performance Measure for review by the Commission.

Second: Commissioner Hines seconded.

Vote: Yes: Commissioners Forster, Danzeisen, Funaiock, Hines, Haberstroh, Pippin, Rodriguez-Duffy, Schroeder, Shupe, Windley

No: None.

All in Favor. Motion was carried.

NATIONAL SERVICE PROGRAMS

AmeriCorps Program Director, Charles Harris reported that AmeriCorps is looking to get together with the program oversight committee to review the feedback and evaluate the competitive grant applications. Mr. Harris also reported that he is looking at other programs that have received funding in the past.

Commissioner Autumn Rose reported that anyone can view and download all of the previously submitted grant applications by visiting the results of grant competitions page within the CNCS site. The 2015 applications have not yet been posted but will be so in the coming weeks. Commissioner Rose will share the link with the Commission Chair who will then forward the link to the Commissioners.

Commissioner John Danzeisen expressed a great need for one on one feedback from CNCS to the Commission. The Commission is in need of more than general feedback so that it can submit even stronger applications and receive more competitive funding. Commissioner Rose agreed that she will request that the Program Officer reviewing Delaware's applications reach out to the Commission and if possible provide more in-depth feedback. Mr. Harris shared that he will check with Beth Binkley, a CNCS Program Officer to see if she could set time aside to speak with the Commission.

The next round of Notice of Funding Opportunities (NOFOs) will likely to be announced in October of 2015.

Commissioner Windley expressed a concern on the number of non-profit organizations within Delaware that may have the ability to host the AmeriCorps programs. It was suggested that it might help to sit down with the Delaware Alliance for Nonprofit Advancement (DANA) in order to provide the Commission with better guidance as to the organizations that may have the capacity to implement an AmeriCorps program.

Mr. Harris also reported that the AmeriCorps Startup Institute will occur on Tuesday, July 21st.

COMMITTEE REPORTS

- **ADMINISTRATION & FINANCE:** Commissioner Georgeanna Windley reported that nominations will need to be submitted for the Commission Chair, Commission Treasurer and the Commission Secretary position. The terms for the positions run from January to December. The committee will resume work on the Commission Bylaws now that requested information from CNCS and from the Attorney General's office has been received. The State Service Plan is also being developed.

Task that also need to be completed include the formulating of a new Administrative Support Grant for the current fiscal year as well for the next fiscal year. Also, the Commission Manual and orientation materials need to be updated. Commissioner Margarita Rodriguez-Duffy volunteered to assist in the completion of the manual and orientation materials.

AmeriCorps Program Director, Charles Harris provided an overview of the 2015 Commission Administration Grant Revision Summary handout. The Commission Support Grant FY 2015 is in its 3rd year, and any remaining funds will not be carried over next year and the unexpended funds will be lost. The Administration and Finance Committee is currently working on revising and updating the Commission Support Grant for the remainder of the year to provide more funding support where it is needed. The budget needs to be revised to reflect the correct State Indirect Costs. The wrong percentage was calculated and, therefore, an incorrect amount was submitted. Since adjustments of the budget require more than a 10% change, the Commission must submit a justification to CNCS for the change in the budget.

Motion #3: Commissioner Danzeisen moved to grant permission to the Executive Committee to revise and re-submit this year's Commission Support Grant and to begin the development of a new three year budget.

Second: Commissioner Hines seconded.

Vote: **Yes:** Commissioners Forster, Danzeisen, Funaiock, Hines, Haberstroh, Pippin, Rodriguez-Duffy, Schroeder, Shupe, Windley
No: None.
All in Favor. Motion was carried.

Going forward the Commission Support Grant will be presented to the Commission for approval prior to submission to CNCS. The Commission will also be provided with the Notice of Grant Award when it is received by the State Office of Volunteerism.

Deputy Director Cynthia Manlove informed the Commission that a Travel Restriction has been set by the State of Delaware for State that affects state employees and commissioners. Travel will only be approved if attendance to events and conferences are required. Deputy Director Manlove will provide documentation of the restriction to the Executive Committee to assist in the budget revision.

Mr. Harris also reported that the AmeriCorps Program Officer position should be approved and the hiring process should begin in August.

– COMMISSION MEMBER DEVELOPMENT

Commissioner Forster reported that Commissioner Jeffrey Lank, the Chair for Commission Member Development Committee, will not be available for the next 90 days due to the start of a new job and new travel requirements. The Chair of the Administration and Finance Committee agreed that the committee will work on member development.

A new Commissioner has been appointed and Commissioner Margi Prueitt will be joining the Governor's Commission on Community and Volunteer Service. There are four individuals who are being considered for recommendation to the Governor to join the Commission. Continuing Commissioners should be re-appointed by November and any new Commissioners should be recommended by the September Commission Meeting.

– **SEGAL AWARD**

The Segal Award Task Force needs a new Committee Chair. The Commission Chair invited Commissioners to step up and Chair the committee/initiative. AmeriCorps Program Director Charles Harris expressed that the matching of a Segal Award is essential in Delaware as part of the National Service and the initiative should not be put on the side. Commissioner Windley suggested that a Segal Award Liaison might be a more appropriate structure for this initiative.

– **PROGRAM OVERSIGHT**

Commissioner Kanani Hines reported that the Program Oversight Committee is still in need of Commissioners to serve as program liaisons for Great Oaks and reading Assist. Commissioner Windley volunteered to serve as the liaison for State Parks and Commissioner Susan Keene Haberstroh volunteered to serve as the liaison for Reading Assist.

– **DELAWARE VOLUNTEERISM**

Commissioner Sara Funaiock reported that the nominations for the Governor's Outstanding Volunteer Awards are now available and can be downloaded from the VolunteerDelaware.org website. Deborah Tokarski, the Media & Marketing Coordinator for the Division of State Service Centers is currently overseeing the planning of the awards until the new Program Manager for Volunteer Delaware is hired. Commissioner Funaiock invited the Commissioners to share the applications with any organizations and individuals who could be recognized for the awards. Nominations are due on Wednesday August 26, 2015. The awards will be held on October 1, 2015 from 5:30pm to 8:00pm at Dover Downs. All of the Commissioners are invited and encouraged to attend. Commissioners will meet on September 10th to evaluate the nominations in Dover. Commissioner Forster, Funaiock, Rodriguez-Duffy, Morgan, Schroeder, and Windley volunteered to read and evaluate the nominations. Commissioner Funaiock welcomed any of the other Commissioners to join the review panel.

Commissioner Funaiock also reported that SOV is working on an upcoming event called Theater of War which will take occur on September 10, 2015 at the Chase Center by the Wilmington Riverfront. The event will focus on the mental stigma on PTSD. AmeriCorps members will be helping at the September 10th event as part of the September 11 National Day of Service.

– **COMMUNICATIONS & OUTREACH**

Commissioner Forster reported on behalf of Commissioner Sharon Morgan, the Chair of the Communications and Outreach Committee. The committee is currently working on updating the language that will be on the ServeDelaware.org website.

– **VOLUNTEER DELAWARE 50+**

Commissioner John Danzeisen reported that Volunteer Delaware 50+ has an easy transition from the RSVP program. The new program retained more than 2,500 volunteers. Debby Vandiver the previous Program Manager retired at the end of June; her position has been approved and posted.

Commissioner Bryan Shupe reported on a new partnership between the City of Milford and the Volunteer Delaware 50+ program in Kent and Sussex County. As the Mayor of the City of Milford, Commissioner Shupe, as well as other

Milford City Council members, is eager to grow volunteerism in partnership with the State Office of Volunteerism in order to connect those living in Milford with the community through volunteerism. The city will help to recruit volunteers and non-profit organizations in Kent and Sussex County.

– **STATE SERVICE PLAN**

Commissioner John Danzeisen reported that the development of the State Service Plan is moving forward. Although the State Service Plan does not have to be submitted to CNCS the committee hopes to complete the plan by early November. The Commissioners were provided with a handout that provided an insight into the outline of the new State Service Plan. Outline included an introduction, identifying priorities, overarching goals, vision/mission/values, and strategies. Commissioner Danzeisen asked that the Commissioners review the outline and provide feedback to the committee.

– **COMMISSION ROLE/STRUCTURE**

Commissioner Forster did not have anything new to report.

ANNUAL RETREAT

Commissioner Chair Nancy Forster reported that the scheduled September 17th Commission Retreat would need to be rescheduled due to a conflict with a required CNCS Grantee Meeting in Arlington, VA. Since the purpose of the Annual Commission Retreat is meant to be used as a time to welcome and orient the new Commissioners and set the New Year's priorities the Commission decided to hold their annual retreat on their already scheduled meeting date of November 19, 2015. Bylaws will be scheduled to be discussed at the November retreat. Commissioner Margarita Rodriguez-Duffy volunteered to assist in the creation of the Orientation Manual for the Commissioners.

The September full commission meeting was then rescheduled for September 24, 2015. Voting of new officers will occur at the September meeting.

NEW BUSINESS

Commissioner Gary Pippin invited all of the Commissioners to join him in a Habitat for Humanity build to support the Woodton family, a family consisting of a single mother with five children, who has only one income and is struggling with medical illness while trying to work full time. A specific date was not scheduled, but the opportunity to do a team build was suggested. The Commissioners are also welcome to join a build on their own time if it is more convenient.

Commissioner Autumn Rose shared a brief layout of the structure of the AmeriCorps program which includes AmeriCorps State and National, AmeriCorps VISTA and AmeriCorps NCCC. Commissioner Rose then reintroduced Tiffany Evans the Community Relations Associate for the AmeriCorps NCCC Atlantic Region. Ms. Evans share details about the AmeriCorps NCCC and encouraged Commissioners to share the information with any organizations that might be interested in hosting an AmeriCorps NCCC team.

The AmeriCorps NCCC (National Civilian Community Corps) strengthens communities and develops leaders through direct, team-based national and community service. The program is a full-time, team-based residential program for men and women age 18-24. Members have already served more than 142,000 hours of service in the state of Delaware in the last 12 years through community host organizations such as Habitat for Humanity and Delaware State Parks. AmeriCorps NCCC is currently looking for non-profit organization in Delaware who can benefit from the help that the AmeriCorps members provide. The organizations would only need to provide shelter for the teams they host for the service period which usually 6-8 weeks. Food and stipends for the members are provided by CNCS. Interested organizations would work with the CNCS programming team directly. Commissioner Rose will provide the Commission with the contact information for the CNCS programming team.

AmeriCorps NCCC is also currently accepting applications for Corps Members to begin serving in February 2016! Commissioners were encouraged to also share this opportunity with the Delaware youth. The application deadline is

October 1st, 2015 and youth can apply by visiting the CNCS site.

ADJOURN

Motion #4: Commissioner Rodriguez-Duffy moved that the Commission meeting be adjourned.

Second: Commissioner Hines seconded the motion.

Meeting was adjourned at 11:54 AM.

Submitted by:

Margarita Rodriguez-Duffy, Commission Secretary